

Government of the Virgin Islands
RFP SELECTION COMMITTEE RATING FORM

PROJECT: Crash Test Data Entry Support for the Virgin Islands Police Department St. Thomas US Virgin Islands
LOCATION: Teams
EVALUATION FACTORS (PROFESSIONAL SERVICES) *

RESPONDENT: _____

Directions: In the spaces provided, assign numerical values to each evaluation factor.

I. QUALIFICATION (22 TOTAL POINTS)	PTS	COMMENTS
(A) FIRM BACKGROUND (3 pts: 1.5 pts each) ____ A list of similar work, including the name and telephone number of the clients, and a full description of the services provided by the firm. ____ An organizational chart and description of the firm		
(B) CORPORATE DOCUMENTS 6 pts: 1 pt. each ____ Current Business License or State Register for Services being advertised ____ Articles of Incorporation (For Corporations or Article of Organization for (LLC’s) or Statement of Qualifications (Limited Partnerships), <i>if applicable</i> ____ Current Tradename Registration Certificate, <i>(if applicable)</i> ____ Certificate of Good Standing dated July 1, 2021 or later ____ Copy of Certificate of Resolution/Memorandum Authorizing Signatory <i>on company letterhead and signed/attested by secretary or all members</i> ____ Copy of Sam.gov registration and DUNS number		
(C) SUB-CONTRACTOR (5 pts: 2.5 pts each) ____ Listing of Sub-contractors retained for this project including phone numbers ____ Provided the percentage of work that will be retained for each sub-contractor		
(D) STAFFING (8 pts: Personnel-3 pts; Org. Chart-1 pt.; Expertise-4pts) ____ Key Personnel ____ Organizational Chart ____ Expertise (Resume)		
II. PROJECT APPROACH (37 TOTAL POINTS)	PTS	COMMENTS
(A) TECHNICAL RESPONSE (30 pts) ____ A narrative describing the understanding of the effort and products required, including descriptions of the specific tasks and subtasks to be undertaken. ____ A detailed approach to completing the work program in accordance with the deliverables listed within the RFP. ____ A project schedule indicating project milestones, deliverables, and key meetings. Time allotments for work under the control of the consultant will be regarded as a commitment.		
(B) QUALITY OF PROPOSAL (7 pts) ____ Did the proposal stick to the project requirements? Flawless language: Is the proposal free of spelling, grammar, and other language-related flaws? Client-Focused: Is the proposal customized to the agency needs? Visual factor: Was the proposal well put together?		
III. EXPERIENCE (20 TOTAL POINTS)	PTS	COMMENTS
(A) RELEVANT EXPERIENCE ON SIMILAR PROJECTS (10 pts) ____ Provided a list of projects performed within the last three (3) year. Include a brief description of the work performed and cost of each project.		
(B) EXISTING PROJECTS (10 pts) ____ Indicate the number and value of active projects now being handled by your firm. ____ Include a brief description of the project and percentage completed		
IV. COST (15 TOTAL POINTS)	PTS	COMMENTS
____ Include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, etc., must be identified, yielding a total project cost. ____ Include a list of key personnel arranged by title and level with hourly rates.		
V. REFERENCES (6 TOTAL POINTS)	PTS	
____ 1 st Reference (2 pt.) ____ 2 nd Reference (2 pt.) ____ 3 rd Reference (2 pt.)		
TOTAL POINTS (not to exceed 100 combined)		

RATED BY: _____

DATE: _____